



# Extension Annual Conference

March 2-3, 2016 | Utah State University

[EXTENSION.USU.EDU](http://EXTENSION.USU.EDU)

# FACULTY & PROFESSIONAL EMPLOYEES

[EXTENSION.USU.EDU](https://extension.usu.edu)

# NEW FACULTY & PROFESSIONAL EMPLOYEES

**Sheri Anderson** – Marketer, Marketing & Communications

**Karen Banks** – Extension Educator, Millard County

**Margie Borecki** – Project Coordinator, Cache Bear River Watershed

**Elizabeth Davis** – Extension Assistant Professor, Kane County

**Deric Despain** – Extension Assistant Professor and County Director, Millard County

**Nathan Duncan** – Project Coordinator, Wasatch County

**Dallin Graham** – Project Coordinator, Cache County

**Kathy Harris** – Instructional Designer, Marketing & Communications

**Karl Hoopes** – Extension Assistant Professor, ADVS

**Shauna LaBeau** – Project Coordinator, Salt Lake County

**Janee' Livingston** – Grant Writer

**Cynthia Lyman** – Marketer, Marketing & Communications

**Spencer Mayberry** – Extension Educator, Youth Programs

**Casey Saxton** – Marketer, Marketing & Communications

**Michelle Simmons** – Extension Educator, Duchesne County

**Jordan Smith** – Associate Professor, Outdoor Recreation and Tourism

**Andree' Walker** – Extension Director, Salt Lake County

**Callahan Ward** – Program Coordinator, Box Elder County

# FACULTY & PROFESSIONAL EMPLOYEES WITH NEW TITLES

**Josh Dallin** – Professional Practice Assistant Professor, 4-H and Youth Programs

**Craig Dart** – Assistant Director, 4-H and Youth Programs

**Jim Keyes** – Teaching Role at USU Blanding Campus

**Margie Memmott** – Interim Regional Director, Southern Region

**Rhonda Miller** – Regional Coordinator, Western SARE

**Lou Mueller** – County Director, San Juan County

**Kelsey Romney** – Extension Educator, 4-H and Youth Programs

**Teryl Roper** – Extension Specialist, Plants, Soils and Climate

**Trent Wilde** – County Director, Piute/Wayne County

# PROMOTION AND/OR TENURE



**Beth Burritt**  
*Extension Associate  
Professor w/  
Tenure,  
Wildland Resources*



**Grant Cardon**  
*Professor,  
PSC*



**Kynda Curtis**  
*Professor,  
APEC*

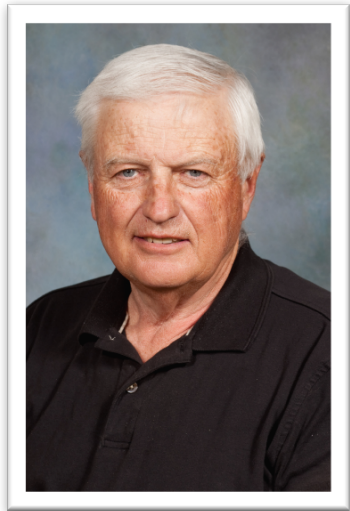


**Nancy Mesner**  
*Professor,  
Watershed  
Sciences*



**Trenton Wilde**  
*Extension Associate  
Professor w/  
Tenure,  
Piute/Wayne  
County*

# RETIREEES



**Verl  
Bagley**

June 2015



**Jim  
Jensen**

Dec. 2015



**Kathy  
Putnam**

Jan. 2016



**Joanne  
Roueche**

Feb. 2016



**Kristine  
Saunders**

Dec. 2015



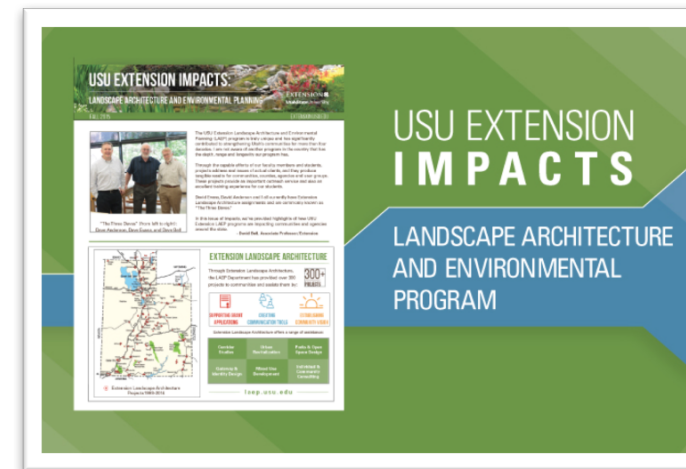
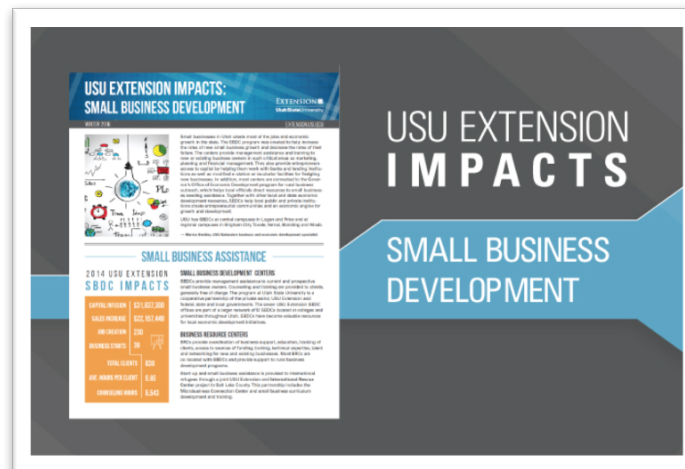
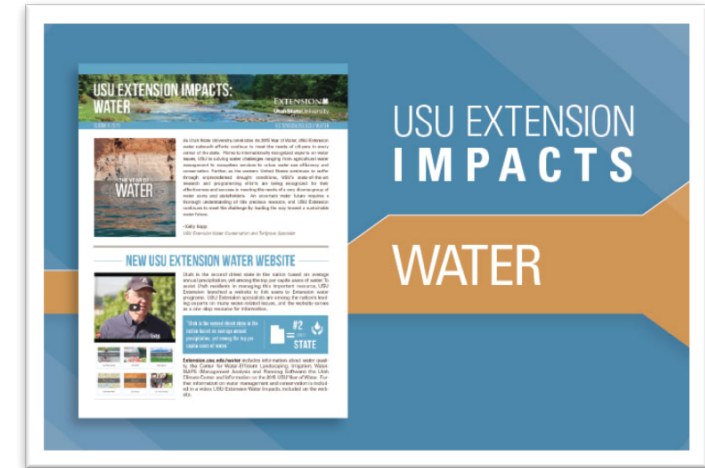
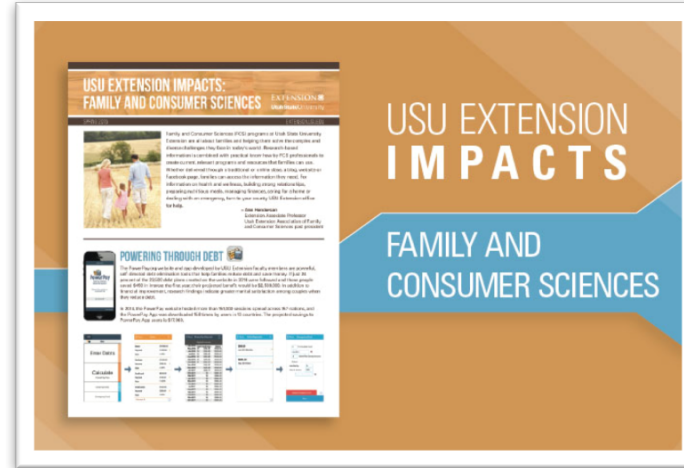
**Dale  
ZoBell**

Dec. 2015

# EXTENSION ACCOMPLISHMENTS

[EXTENSION.USU.EDU](https://extension.usu.edu)

# IMPACT REPORTS





# KEY IMPACTS

## Small Business Development

- Food business assistance went from **54** Utah-based food companies helped in **2010** to **612** businesses that received assistance in **2015**.
- MEP impacts for 2013 showed **\$188.3 million** additional employee wages and **\$18.7 million** additional state tax revenue.

## Extension LAEP

- Extension LAEP provided more than **300 projects** to communities through supporting grant applications, creating communication tools and establishing community vision.

# KEY IMPACTS

## Water

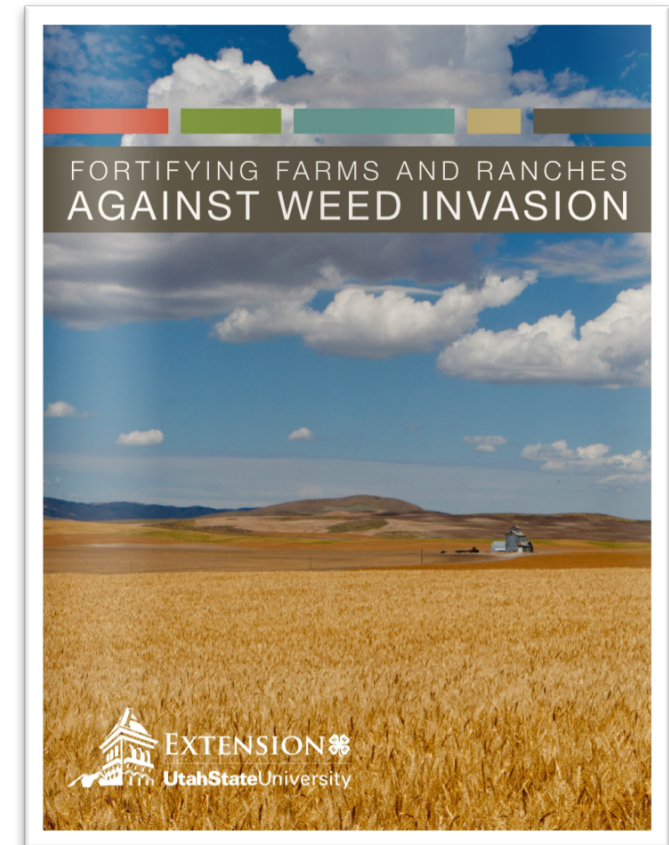
- Since 1999, participants in the Water Check program in Sandy and Salt Lake have saved **175,427,000 gallons of water** with a total savings of **\$248,097**.
- USU Water Quality Extension programs provide water education training and resources to more than **250 teachers each year**, reaching approximately **14,000 students** with important STEM education yearly.

## FCS

- If just 24 percent of the 23,500 debt plans created on the PowerPay website in 2014 were followed, and those people saved \$450 in interest the first year, their projected benefit would be **\$2,538,000** annually.

# SCHOLARLY OUTPUTS

# Produced	Type
139	Fact Sheets and Bulletins
112	Newsletter and Newspaper Articles
86	Journal Articles
43	Conference Proceedings and Abstracts
39	Multimedia
35	Curricula and Book Chapters
28	Miscellaneous



# SPONSORED PROJECTS

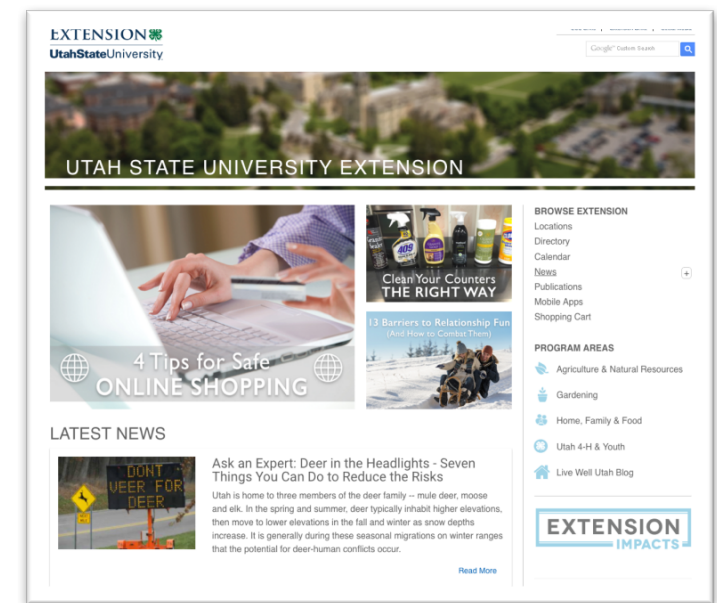
## 2015 Calendar Year

- \$23,693,917 new proposals



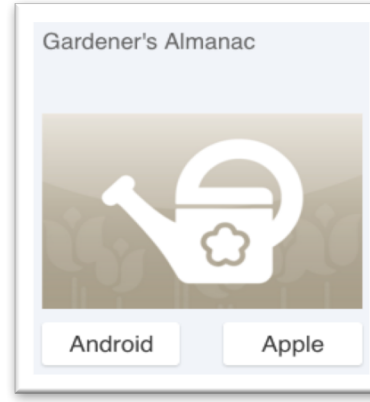
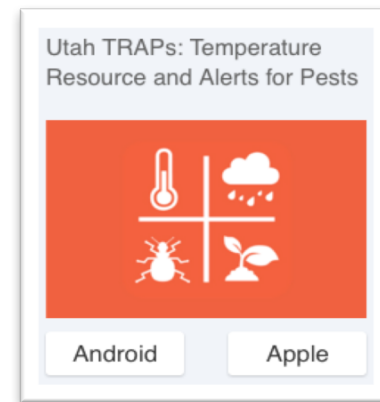
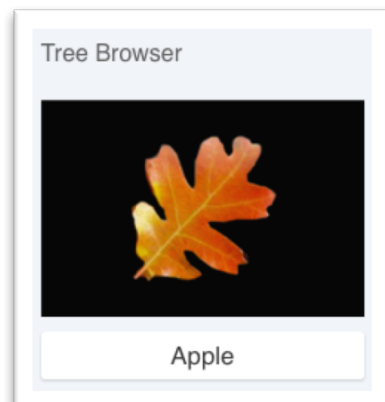
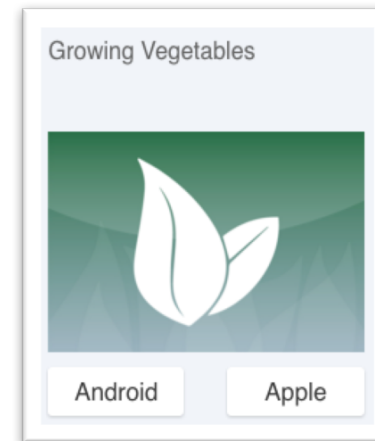
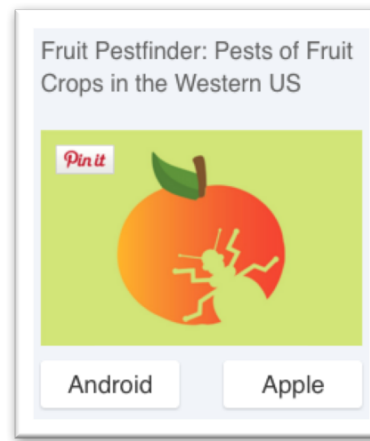
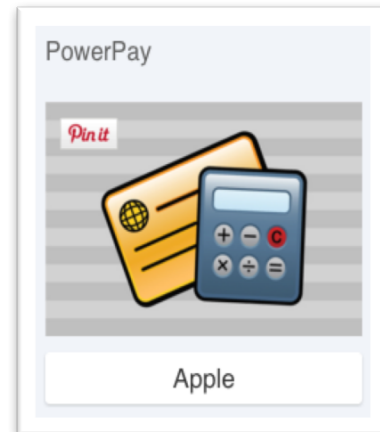
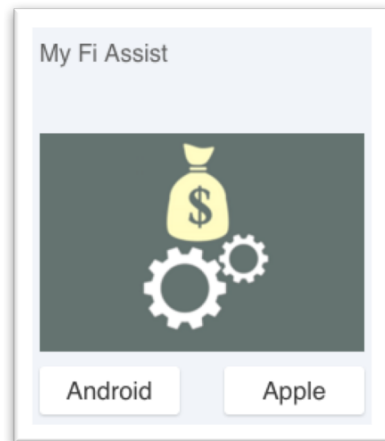
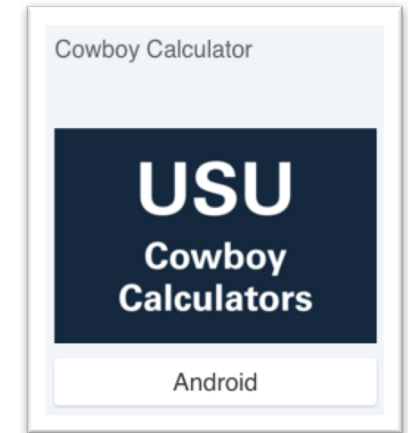
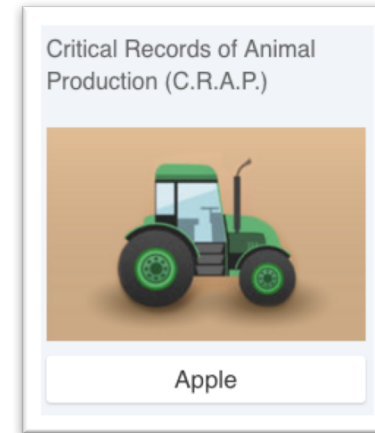
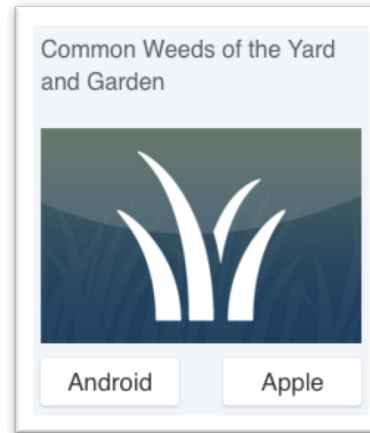
# DIGITAL & PR HIGHLIGHTS

- 179 press releases and feature stories written
- 50 websites launched in OU Campus
- 110 YouTube videos produced
- Distributed approx. 150,000 e-newsletters to 13,000 contacts
- Now the #1 Extension service in the nation for Instagram followers, with over 3,000




# MOBILE APPS

- 11 completed mobile apps
- 4 apps in development




# E-COURSES

- Courses under development
  - Pesticide Applicator Safety Course
  - Food Safety Managers Course
  - Gardening Course
  - Homebuyer Education Course
- Received \$75,000 USTAR grant for pesticide safety course development
- Courses will be accessed at **extension.learn.usu.edu**


EXTENSION  ONLINE COURSE CATALOG  
UtahStateUniversity

Search our catalog




**Food Safety Managers Course**

Welcome to the Utah State University Food Safety Managers Certificate (FSMC) course. This course covers the learning objectives required by the State of Utah Food Code and provides the Exams...


**FOOD SAFETY** 

Time limit: 30 days  
**\$80**



**National Pesticide Applicator Certification Course**

This course will prepare you to pass the General, or Core, Pesticide Applicator's Certification Exam. Information for the course is taken from the National Pesticide Applicator Certification Core Manual.

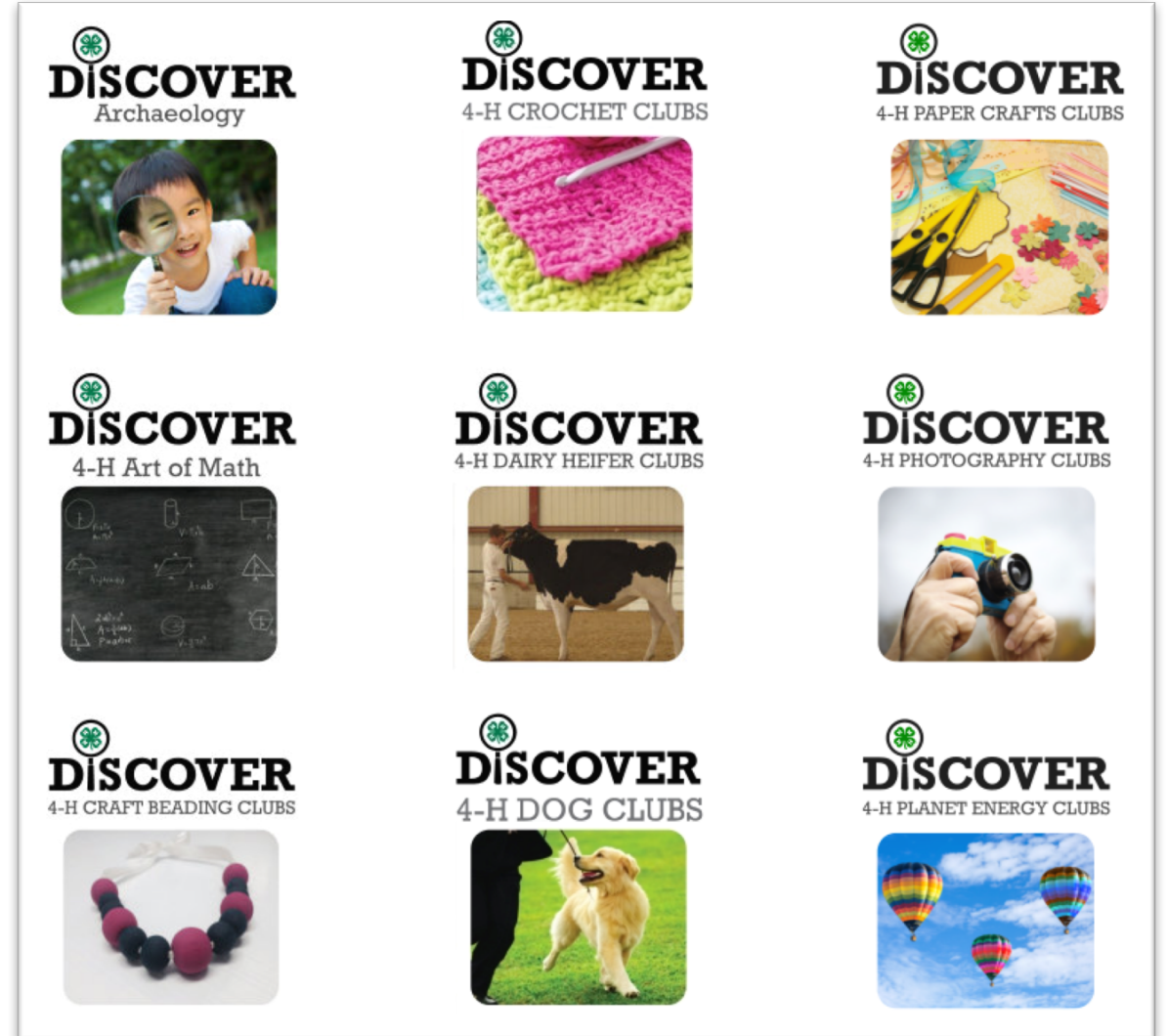
**PESTICIDES** 

Self-paced  
**\$80**

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# DISCOVER 4-H

- 36 club curricula
- Downloaded over 23,000 times
- Downloaded in all 50 states and in 15 foreign countries





# 21 MARKETING & DESIGN AWARDS



# WEDA AWARDS OF EXCELLENCE

- The WEDA (Western Extension Directors' Association) award of excellence recognizes Extension outreach education programming that has achieved outstanding accomplishments
- 2015 Winner: Utah Community-Based Conservation Program
- Terry Messmer, Lorien Belton, Shandra Frey, David Dahlgren, and colleagues



Terry  
Messmer

# EXTERNAL INVESTMENTS

- Salt Lake County Government
  - Urban Extension Director
  - Wasatch Front Marketing Manager
- Utah County Government
  - STEM Coordinator

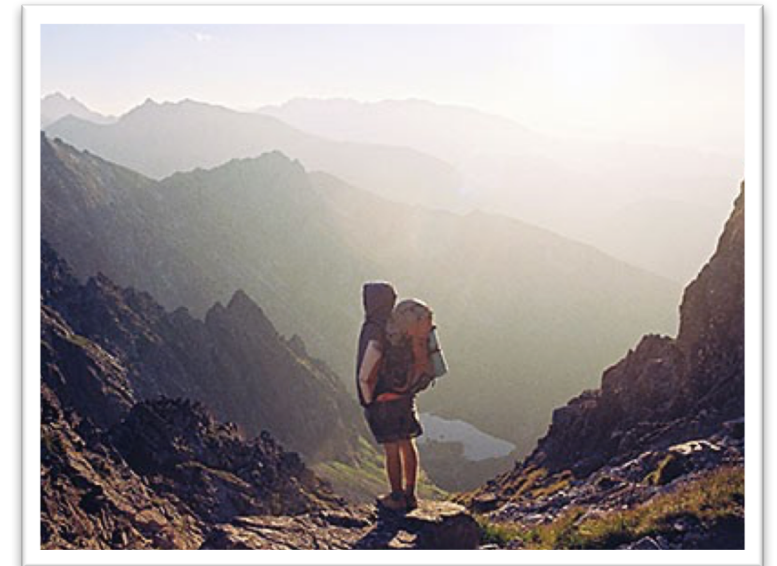


# NOTABLE INITIATIVES

[EXTENSION.USU.EDU](https://extension.usu.edu)

# OUTDOOR PRODUCT DESIGN PROGRAM

USU became the nation's first university to offer an undergraduate degree in outdoor product design and development



COLLEGE

NEWS CAMPUS LIFE CAREER PATH COLLEGE CHOICE STUDY ABROAD



News

**Utah State U. becomes first school in the U.S. to offer outdoor product design degree**

*By Trent Crabtree, University of Oklahoma August 14, 2015 10:36 am*

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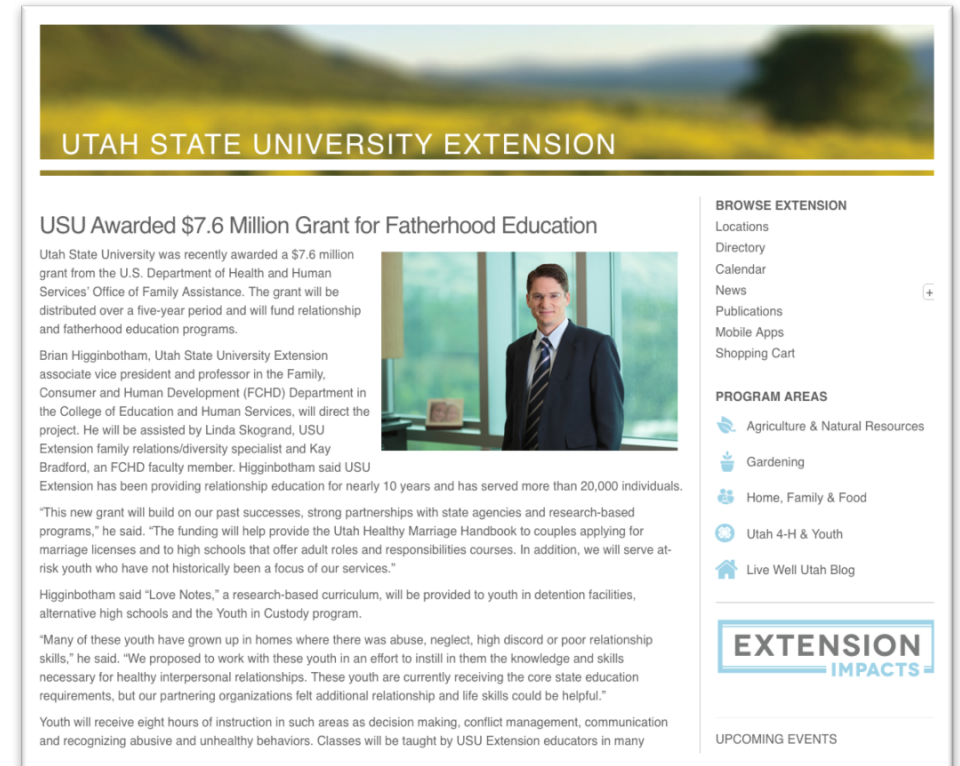
# SMALL BUSINESS DEVELOPMENT CENTER

Utah's Small Business Development Center network will be hosted at Utah State University, beginning April 1



# FATHERHOOD EDUCATION

USU awarded \$7.6 million grant from the U.S. Department of Health and Human Services for relationship and fatherhood education programs



The screenshot shows a news article titled "USU Awarded \$7.6 Million Grant for Fatherhood Education" on the Utah State University Extension website. The article text is as follows:

**USU Awarded \$7.6 Million Grant for Fatherhood Education**

Utah State University was recently awarded a \$7.6 million grant from the U.S. Department of Health and Human Services' Office of Family Assistance. The grant will be distributed over a five-year period and will fund relationship and fatherhood education programs.

Brian Higginbotham, Utah State University Extension associate vice president and professor in the Family, Consumer and Human Development (FCHD) Department in the College of Education and Human Services, will direct the project. He will be assisted by Linda Skogrand, USU Extension family relations/diversity specialist and Kay Bradford, an FCHD faculty member. Higginbotham said USU Extension has been providing relationship education for nearly 10 years and has served more than 20,000 individuals.

"This new grant will build on our past successes, strong partnerships with state agencies and research-based programs," he said. "The funding will help provide the Utah Healthy Marriage Handbook to couples applying for marriage licenses and to high schools that offer adult roles and responsibilities courses. In addition, we will serve at-risk youth who have not historically been a focus of our services."

Higginbotham said "Love Notes," a research-based curriculum, will be provided to youth in detention facilities, alternative high schools and the Youth in Custody program.

"Many of these youth have grown up in homes where there was abuse, neglect, high discord or poor relationship skills," he said. "We proposed to work with these youth in an effort to instill in them the knowledge and skills necessary for healthy interpersonal relationships. These youth are currently receiving the core state education requirements, but our partnering organizations felt additional relationship and life skills could be helpful."

Youth will receive eight hours of instruction in such areas as decision making, conflict management, communication and recognizing abusive and unhealthy behaviors. Classes will be taught by USU Extension educators in many

The article includes a photo of Brian Higginbotham, a man in a suit and tie, standing in front of a window. The website header reads "UTAH STATE UNIVERSITY EXTENSION". On the right side, there is a navigation menu with the following items:

- BROWSE EXTENSION**
  - Locations
  - Directory
  - Calendar
  - News
  - Publications
  - Mobile Apps
  - Shopping Cart
- PROGRAM AREAS**
  - Agriculture & Natural Resources
  - Gardening
  - Home, Family & Food
  - Utah 4-H & Youth
  - Live Well Utah Blog
- EXTENSION IMPACTS**
- UPCOMING EVENTS**

# NACAA Conference

National Association of County  
Agriculture Agents Conference

Coming to Utah in July 2017





# WATER CONSERVATION INITIATIVE

An ongoing legislative appropriation of \$950,000 will support Utah State University's efforts to improve Utah's water future and address critical issues as they develop



# KEY UPDATES

[EXTENSION.USU.EDU](https://extension.usu.edu)

# LEGISLATIVE ISSUES

- How legislative priorities are selected
- Current legislative updates
- Davis County



# VISIONING PROCESS

- Technology and marketing supports
- Professional development
- No longer hiring from a “one-size” fits all model
- Positions and position type are done on a case-by-case basis
- Where possible:
  - Avoid overlap
  - Allow for specialization
  - Hire experts (e.g., Registered Dietician)
- Case Study: Urban Front



# INVESTMENT HIRES

- Grant Writer
- Webmaster
- Instructional Designer
- Wasatch Front Marketing Manager
- Technology Support Specialist
- Fast Track Editor



# FUNDING INCREASES

- Specialist operating budgets
- Research conference travel support



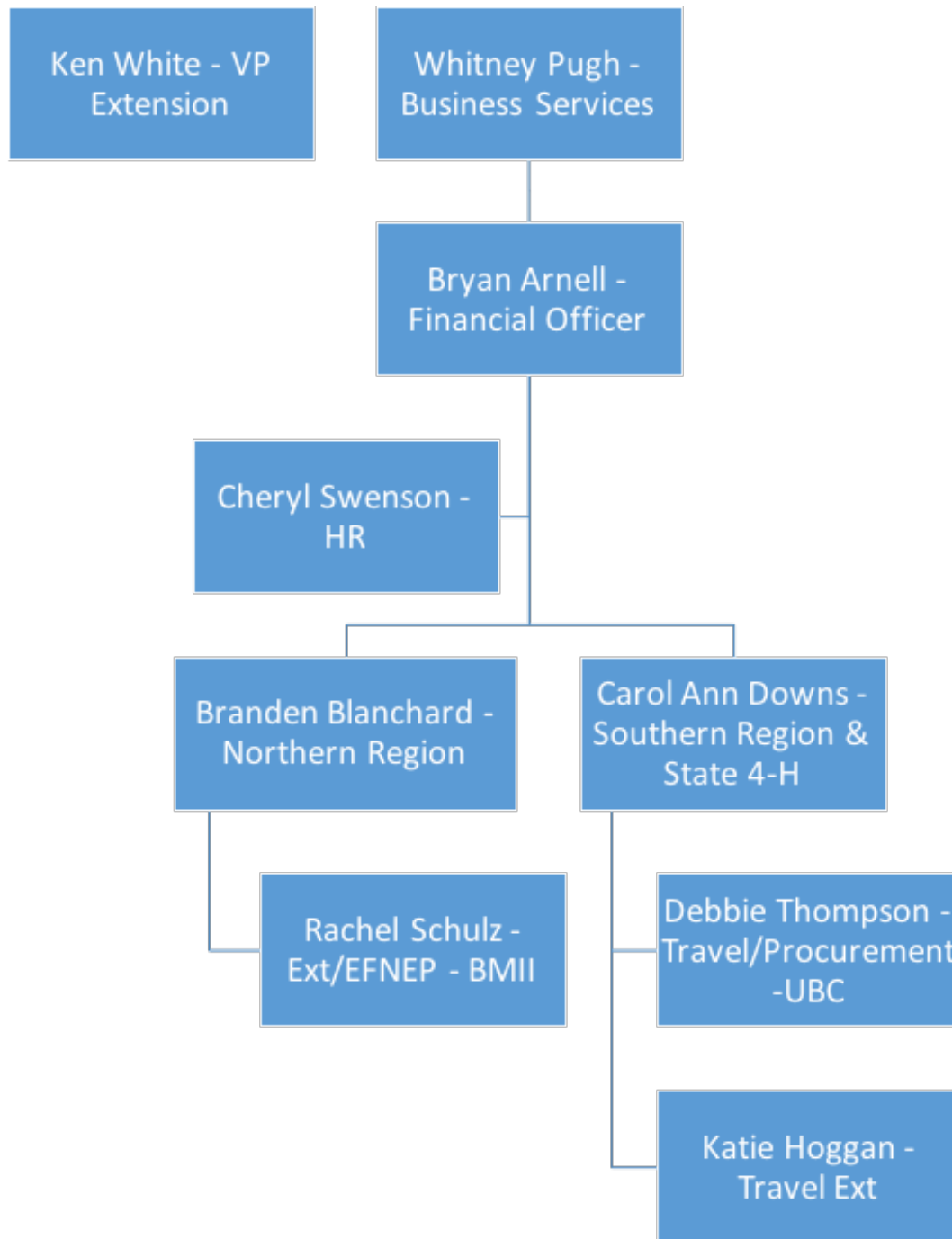
# BUSINESS SERVICES

[EXTENSION.USU.EDU](https://extension.usu.edu)

# BUSINESS SERVICES

- Business Services was implemented for a few primary purposes:
  - Financial Management – assist USU faculty and staff manage their budgets in all their complexities. Be a CFO for each department/unit/college.
  - Policy adherence – protect the University’s employees, assets, and reputation.
  - Transactions – provide “experts” who can efficiently and effectively process transactions. Those transactions identified are p-cards, travel, HR, procurement, JV’s, labor redistribution, and payroll.
  - Risk Mitigation – See policy adherence above.
- Customer Service – We want to serve you. We want to help you find solutions to your complex financial problems.





# Business Services Organization

# COMMUNICATION ALLOWANCE

## Reminders

- Policy 518 guides practice.
- With supervisor approval and allowable funds, up to 75% of an employee's personal cell phone bill may be reimbursed.
- If you are on a family plan, reimbursement will be based on employees portion of the plan only.
- If allowance is being paid for by grants, make sure that communication allowance is distributed over all grants proportionately.





# CONFLICTS OF INTEREST

- Defined as “a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.”
- Guiding Principles:
  1. USU employees cannot make financial decisions when there is a personal benefit to the employee or one of his or her relatives.
  2. When a conflict is recognized, the employee should disclose the conflict in a timely manner.
  3. USU employees should remove themselves from any committee or decision making process where a conflict of interest exists.
  4. USU employees who report directly to a supervisor with a conflict cannot be part of the decision making process.
  5. All appropriate documentation should be sent to Business Services which would include the disclosure statement, how the decision was derived, and who made the decision.
- **This does not mean that a family member can never benefit from Extension Programs or can never be a volunteer. We simply have to follow the guidelines identified.**

# CONFLICTS OF INTEREST

## Potential Pitfalls:

1. Travel: Are the same people (volunteers or otherwise) being invited to every event? Is the selection process fair and equitable? Has sufficient advertising been done? Has the VP of Extension office signed off on Companion Travel?
2. Scholarships: Who sits on the selection committee? Have all conflicts been disclosed? Was all documentation sent to Business Services? How did I advertise my scholarships?
3. Procurement: Same type of questions.
4. Awards: Are awards being given to the same individuals repeatedly? Have I made the necessary attempts to increase my pool size?

# SCHOLARSHIPS

- Business Services does the post award processing of scholarships.
- All conflicts of interest must be disclosed and handled according to the guidelines talked about.
- All awards will be added to a master spreadsheet that will be uploaded by the Scholarship Office.
- Still working through the process. More to come.

# “OFFSHORE” CHECKING ACCOUNTS

- These checking accounts should only be used for their original intended purpose. The Controller’s Office will no longer allow us to use these accounts as a means to temporarily fund other programs.
- The only time we will process a requisition for one of these checking accounts is when for convenience we have used a county credit card machine to take 4-H club payments. In order to move the revenue to the checking account, a detailed accounting of revenues must be provided in a timely manner.
- USU employees should not be using these accounts to make purchases or payments.

# OPERATING BUDGETS

- Extension operating dollars should be used to support the Extension mission of the University.
- They are not to be used for Teaching (e.g., course buy-outs, teaching assistants, etc.).
- It is expected that Specialists be responsive to the requests and needs of county Extension faculty (e.g., conducting in-services, technical assistance on local projects, presenting at community workshops, etc.). **Specialists' operating dollars should be prioritized accordingly.**
- The Department Heads of Specialists have also been allocated Extension operating dollars to help with Extension-related expenses and to support special requests for Extension-related activities.
- The annual rollover for all Extension operating accounts is 10%.



# RESEARCH CONFERENCE SUPPORT

- USU faculty, educators and program leads are eligible for \$1,000 in support
- Contact Bryan Arnell for the index

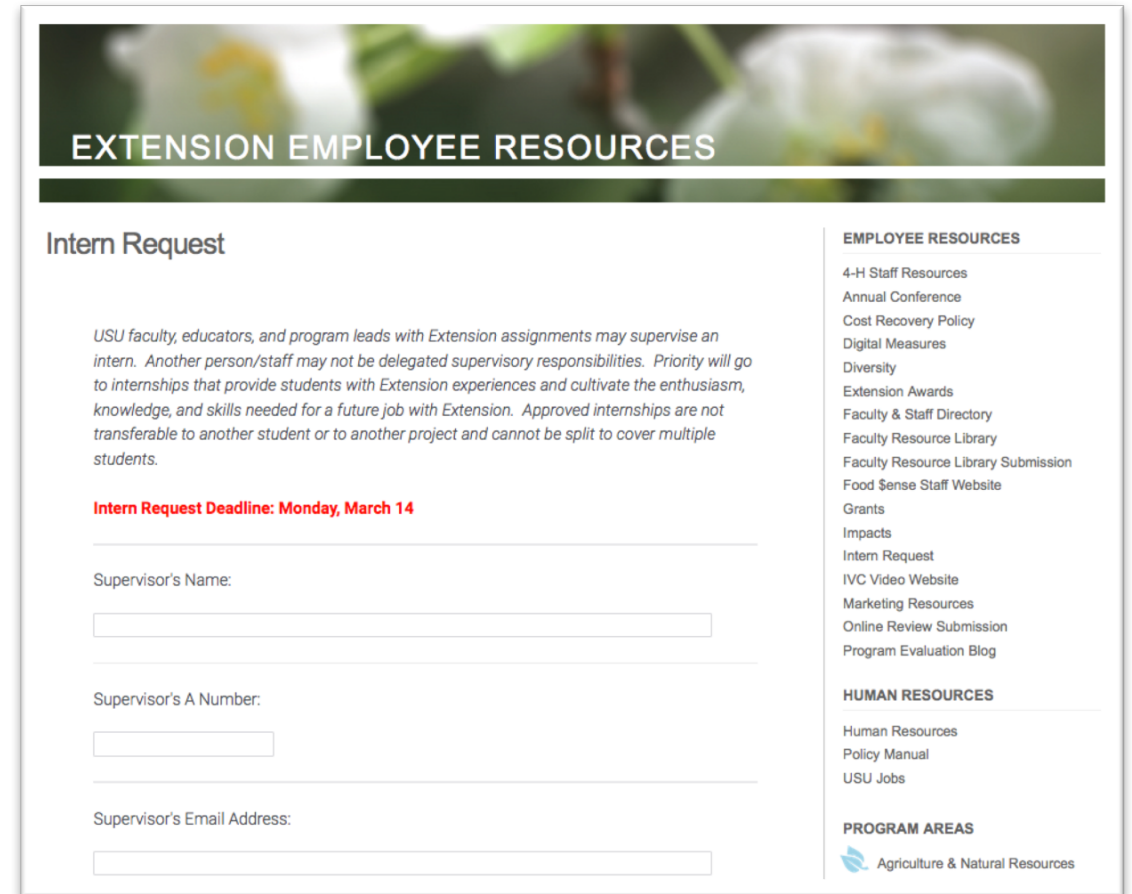


# ONE-TIME FUNDING OPPORTUNITIES

[EXTENSION.USU.EDU](https://extension.usu.edu)

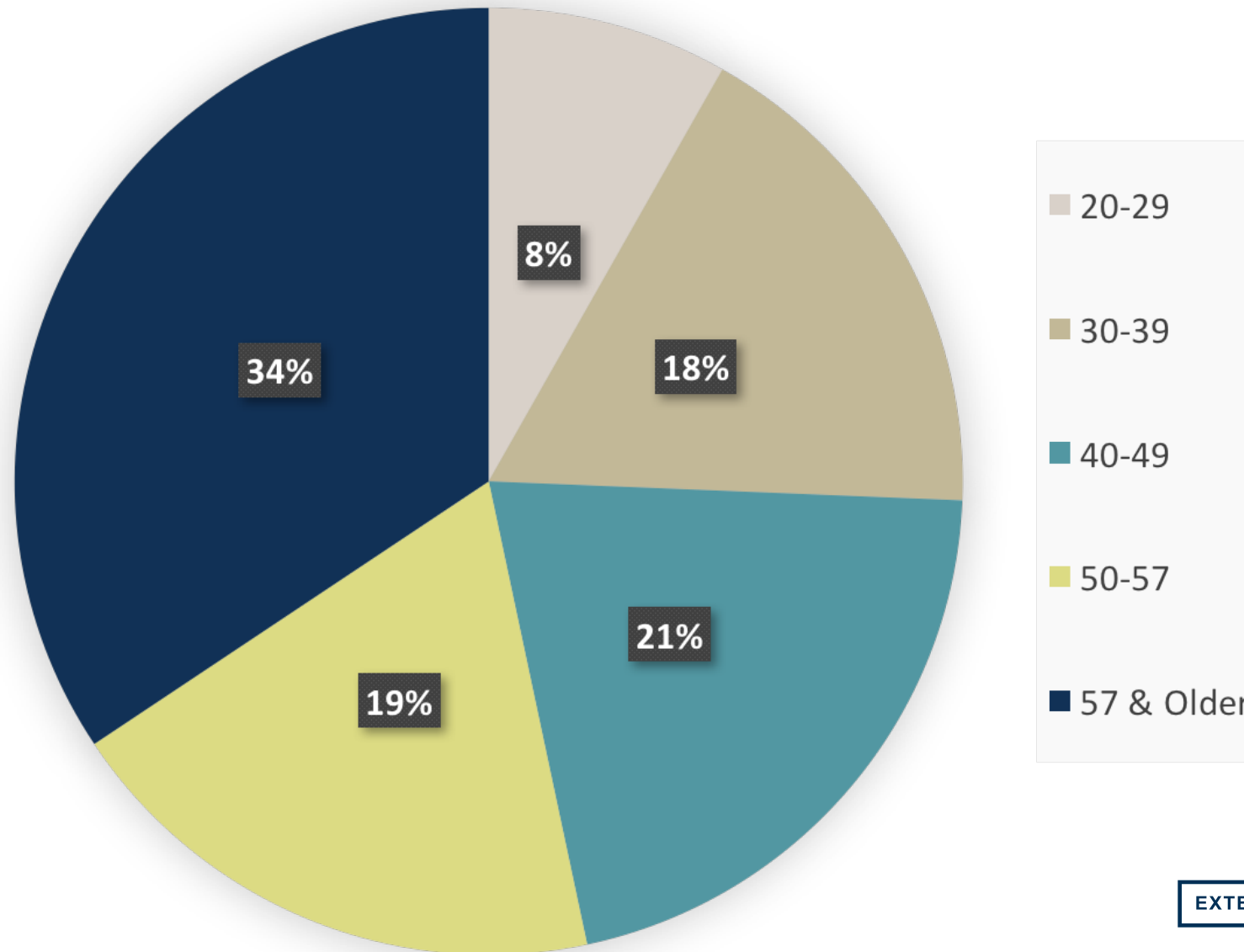
# EXTENSION INTERNS

- Intern requests now being accepted for Summer 2016, Fall 2016, Spring 2017
- Intern requests can be submitted at [extension.usu.edu/interns](http://extension.usu.edu/interns)
- Requests due by March 14



The screenshot shows the 'EXTENSION EMPLOYEE RESOURCES' page. The main heading is 'Intern Request'. Below it is a paragraph of text: 'USU faculty, educators, and program leads with Extension assignments may supervise an intern. Another person/staff may not be delegated supervisory responsibilities. Priority will go to internships that provide students with Extension experiences and cultivate the enthusiasm, knowledge, and skills needed for a future job with Extension. Approved internships are not transferable to another student or to another project and cannot be split to cover multiple students.' Below this text is a red line indicating the deadline: 'Intern Request Deadline: Monday, March 14'. There are three input fields: 'Supervisor's Name:', 'Supervisor's A Number:', and 'Supervisor's Email Address:'. To the right of the form is a sidebar with three sections: 'EMPLOYEE RESOURCES' (listing 4-H Staff Resources, Annual Conference, Cost Recovery Policy, Digital Measures, Diversity, Extension Awards, Faculty & Staff Directory, Faculty Resource Library, Faculty Resource Library Submission, Food Sense Staff Website, Grants, Impacts, Intern Request, IVC Video Website, Marketing Resources, Online Review Submission, Program Evaluation Blog), 'HUMAN RESOURCES' (listing Human Resources, Policy Manual, USU Jobs), and 'PROGRAM AREAS' (listing Agriculture & Natural Resources).

# EXTENSION EMPLOYEES BY AGE



# INTERNSHIP DETAILS

- Priority will go to internships that provide students with Extension experiences and cultivate the enthusiasm, knowledge, and skills needed for a future job with Extension.
- USU faculty, educators and program leads with Extension assignments may supervise an intern.
- Approved internships are not transferable to another student and cannot be split to cover multiple students.
- Semester (not project) based.
- All unused funds will be returned to USU Extension administration at the end of the internship period.

# MINI GRANTS

- Mini grant applications for the coming year are now being accepted
- Call for proposals, guidelines and submission information can be found at [extension.usu.edu/grants](http://extension.usu.edu/grants)
- Applications due by April 4

**EXTENSION EMPLOYEE RESOURCES**

### Extension Grants

Equipment, Supplies & Professional Development Request  
Request Submission (Due May 2, 2016)

2016-2017 Extension Grants  
Call for Proposals  
Grant Budget Template  
Grant Application Submission (Due April 4, 2016)  
Grant Reviewer Application (Due March 21, 2016)  
Grant Reviewer Scoring Sheet

2015-2016 Extension Grants  
Extension Grant Final Report Instructions  
Approved 2015 Grants

Examples of Proposals Rated as "Strong"  
Survey of Stone Fruit Orchards in Utah for Brown Rot  
Nitrogen (N) Fertilizer Needs of First-year Corn Grown After Alfalfa  
Long Term Sagebrush Control: Impacts to Livestock Grazing and Sage-Grouse  
Implementing Integrated Pest Management (IPM) Programs in Utah Schools  
Cache High Community Garden: Collaborative Community Based Horticulture and Sustainable Living Education

### EMPLOYEE RESOURCES

- 4-H Staff Resources
- Annual Conference
- Cost Recovery Policy
- Digital Measures
- Diversity
- Extension Awards
- Faculty & Staff Directory
- Faculty Resource Library
- Faculty Resource Library Submission
- Food Sense Staff Website
- Grants
- Impacts
- Intern Request
- IVC Video Website
- Marketing Resources
- Online Review Submission
- Program Evaluation Blog

### HUMAN RESOURCES

- Human Resources
- Policy Manual
- USU Jobs

# MINI GRANTS DETAILS

- For salaried USU employees with Extension appointments for projects that benefit Utah citizens.
- USU faculty without an Extension appointment may partner with Extension employees on integrated proposals.
- One year projects not to exceed \$10,000.
- Employees will not be considered for an Extension grant until they follow through with past projects and the corresponding proposed outputs.
- It is expected that this award provides "seed money." Other "permanent" funding will be necessary to continue the project.

# GRANT REVIEWERS

- USU employees with Extension assignments
- Panelists will receive \$350 and panel chairs will receive \$500
- Panels will provide funding recommendations to Extension administration and constructive feedback to applicants.
- Apply at **[extension.usu.edu/grants](http://extension.usu.edu/grants)**
- **Applications due March 21**

**EXTENSION EMPLOYEE RESOURCES**

### Extension Grants

Equipment, Supplies & Professional Development Request  
[Request Submission \(Due May 2, 2016\)](#)

2016-2017 Extension Grants  
[Call for Proposals](#)  
[Grant Budget Template](#)  
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[Implementing Integrated Pest Management \(IPM\) Programs in Utah Schools](#)  
[Cache High Community Garden: Collaborative Community Based Horticulture and Sustainable Living Education](#)

### EMPLOYEE RESOURCES

- 4-H Staff Resources
- Annual Conference
- Cost Recovery Policy
- Digital Measures
- Diversity
- Extension Awards
- Faculty & Staff Directory
- Faculty Resource Library
- Faculty Resource Library Submission
- Food Sense Staff Website
- Grants
- Impacts
- Intern Request
- IVC Video Website
- Marketing Resources
- Online Review Submission
- Program Evaluation Blog

### HUMAN RESOURCES

- Human Resources
- Policy Manual
- USU Jobs



# EQUIPMENT, SUPPLIES & PROFESSIONAL DEVELOPMENT

- Potential funding for equipment, supplies or professional development activities
- Educators, faculty and program leads are eligible to submit requests
- Requests can be submitted at **extension.usu.edu/grants**
- Requests due by May 5

The screenshot displays the 'EXTENSION EMPLOYEE RESOURCES' page. The main heading is 'Equipment, Supplies & Professional Development Request'. Below this, there is a section for 'Instructions' with the following bullet points:

- Educators, faculty and program leads with Extension assignments are eligible to submit a request.
- There is no limit to the number of requests that can be submitted. However, please limit one request to each submission.
- There is no minimum or maximum dollar amount.
- Each request will be reviewed on its merits.
- **Submission Deadline: May 5, 2016**

Below the instructions, there are three input fields:

Name:

A Number:

Title/Role:   
(e.g. Extension Assistant Professor)

On the right side of the page, there is a sidebar with the following sections:

- EMPLOYEE RESOURCES**
  - 4-H Staff Resources
  - Annual Conference
  - Cost Recovery Policy
  - Digital Measures
  - Diversity
  - Extension Awards
  - Faculty & Staff Directory
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  - Program Evaluation Blog
- HUMAN RESOURCES**
  - Human Resources
  - Policy Manual
  - USU Jobs
- PROGRAM AREAS**
  - Agriculture & Natural Resources
  - Gardening



# Extension Annual Conference

March 2-3, 2016 | Utah State University

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